



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
OFFICE OF THE CHIEF, ARMY RESERVE
2400 ARMY PENTAGON
WASHINGTON, DC 20310-2400

DAAR-HR

2 April 2004

MEMORANDUM FOR

Commander, Human Resources Command - St Louis, 1 Reserve Way, St. Louis, MO
63132-5200

Deputy Commanding General, US Army Reserve Command, 1401 Deshler Street SW, Ft
McPherson, GA 30330-2000

SUBJECT: Implementation of the Civilian Employment Information (CEI) Program

1. References:

a. Memorandum, USD (P&R), dated 21 Mar 03, subject: Civilian Employment Information (CEI) Program. (Encl 1)

b. Memorandum, ASD (RA), dated 3 Apr 03, subject: Request to Identify Service Functional Manager for Civilian Employment Information (CEI) Program. (Encl 2)

c. Memorandum, ASA (M&RA), dated 30 May 03, subject: Civilian Employment Information (CEI) Program. (Encl 3)

d. Memorandum, DAPE-PR, dated 30 Oct 03, subject: Department of Defense (DoD) Civilian Employment Information (CEI) Program. (Encl 4)

2. The referenced memoranda directs the implementation of a CEI program for the Army Reserve. This program is mandated by federal law to collect and maintain current records regarding Ready Reserve Soldiers' civilian employment.

3. The benefits of this program are two fold. First and foremost is the benefit to the Army Reserve Soldier. Capitalization on the civilian skills of Soldiers allows the Army Reserve to influence solid personnel management decisions. By aligning Soldiers' civilian skills with their military positions, the Army Reserve ensures its assets are used to the fullest extent and develops predictable career paths.

4. Secondly, this information allows DoD to communicate with industry employers and communities to thank them for their support to our Nation's military needs. It also recognizes the impact that Homeland Security requirements, i.e., mobilizing policemen, paramedics, firefighters, and other essential career fields has had on our communities. Using this information, mobilization personnel can work towards eliminating future potential decimation of critical skills within our communities.

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5. The advanced technology of the Civilian Acquired Skills Database (CASDB) gives Army leaders the visibility and access for immediate utilization of Army Reserve Soldier's civilian skills. It is vital that the information captured in this database be accurate and timely.

6. Every Army Reserve Soldier must ensure their CEI records are current. Access records via the US Army Human Resources Command website, 2xCitizen portal (<https://www.2xcitizen.usar.army.mil/portal/>). Login using AKO user-id and password; when the 'Soldier record' appears, click on the blue "Civilian Skills" button and follow the directions.

7. I expect commanders to include this in your Soldier Readiness Processing. The responsible official for this program at Office of the Chief, Army Reserve is MAJ Gary Zeitz at (703) 601-0941 or gary.zeitz@ocar.army.pentagon.mil.

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JAMES R. HELMLY
Lieutenant General, USA
Chief, Army Reserve